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DDS
21 October 1969

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report of Records Management Activities
in DDS Area

The intent of this report is to summarize significant Records Management Activity in the DDS Offices for the period 1 July thru 30 September 1969.

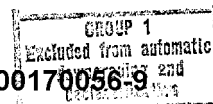
Statistics compiled from reports received from the DDS Offices indicate that 644 cubic feet of records, stored at the Agency Records Center, were authorized for destruction during this reporting period. This increases the cumulative total to 2,987 cubic feet authorized for destruction since the Purge started in August 1968. Although a few offices indicate that their purge action is completed, other offices continue to purge and one in particular continues to record substantial reductions in their records stored at the Records Center.

A comparison of total records of the Office of Personnel (1 July 1968 with 30 September 1969) indicates that there has been a 36% reduction in the volume of their records at the center. The fact that 36% is a net reduction, which includes all records transferred to the Records Center since July 1968, makes this quite significant. Since the beginning of the purge the Office of Logistics reduced their holdings 15% and Office of Training 13%.

In addition to the above records destruction activity, the Office of Security has forwarded for review and approval a complete revision to their Records Control Schedule and five (5) offices revised portions of their Records Control Schedules. These revisions resulted in the establishment of more realistic and reduced retention periods. The Office of Communications also started in September, an internal "Office Records Cleanup Program" to be completed in December of this year. Success in this endeavor should certainly reduce the future volume of records that would otherwise ultimately be transferred to the Records Center.

Through the use of summer employees the Medical Office was able to relieve a serious space problem in the file room. Ten thousand (10,000) inactive files were retired to the Records Center. It is true, this action does not reduce their holdings in the center, but it does result in economy. It resulted in a cost avoidance of \$3,000 (the cost of another power file). In addition, the adoption of a color coding system used in the filing of X-Rays has permitted an acceleration in the retirement of X-Rays thereby conserving file space.

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Several meetings have been held with officials in the Office of Finance to determine what steps should be taken to review the need for keeping "payroll vouchers for indigenous employees" the same period of time (56 years) that we keep official payroll records of staff employees. It was the consensus of representatives of the Office of Finance, Policy and Planning Staff, Compensation and Tax Division, Support Staff and the undersigned, that the present decision was based upon inadequate description of file content and that this matter very probably can be resolved within the Agency without going to the Comptroller General.

Since it was felt that State and Defense may have similar problems concerning records on their foreign employees we scheduled meetings with their Records Management and Financial personnel. We found the meeting with State to be quite fruitful. The next step is the preparation of a paper by the Office of Finance which will include a more detailed and exacting description of the file content. This paper will be presented to the CIA Records Administration Officer and the General Counsel for review, and we hope approval, of less rigid retention periods for files of certain types of indigenous employees.

In an attempt to determine the extent to which microfilm techniques are presently being employed each DD/S Office was asked to identify each microfilm project and give its purpose. The following offices are currently engaged in filming operations:

<u>Office</u>	<u># of Projects</u>	<u>Purpose</u>
Personnel	6	Vital Records
Security	11	Vital Records
Medical	2	(1) Operational Reference (1) Vital Records
Finance	7	Vital Records
Communications	1	Operational (Engineering) Equipment Drawings

In addition to the above microfilm projects the Office of Security plans to start microfilming of IRD records on 1 November 1969. This filming is not for the Vital Records Program, but for current every day use and ultimate retirement as inactive records. At the present time there are 388 cubic feet of these paper records at the Record Center, and 466 cubic feet in headquarters office area. On 1 November Security will pull the records back, purge files, revise the control schedule and return the balance to the Record Center. Eventually, after

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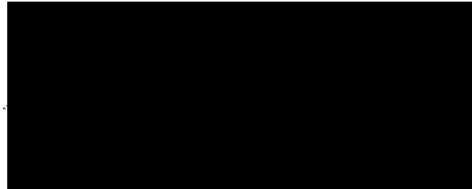
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4 The current office collection is filmed, those records returned to Record Center will then be microfilmed. I have been informed that this project will require daily microfilming.

It is hoped that during the next quarter, ending 31 December thru better screening before transferring, we will be able to reduce the volume of accessions. It is further hoped that the payroll problem as described above will have been evaluated and a favorable decision rendered.

It is also anticipated that we will be seeking the advice of microfilming experts in order to establish microfilm operations involving sizeable collections of "long term" inactive records holdings.



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